



Commercial Building Permit Submittal Requirements

(Any Commercial, Industrial or Multi-Family Building, Addition, and/or Interior Alteration)

SUBMITTAL REQUIREMENTS

The applicant must submit **ALL** required documentation to the Community Development Department as one submittal. Partial submittals will not be accepted. Permit Application submittals accepted daily before 4:00pm.

- __ 1 copy 1. **Building Permit Application**
- __ 1 copy 2. **Cost Recovery Form**
- __ 1 copy 3. **New Water Service Agreement Form**
- __ 4 copies 4. **Architectural Plan**
Signed and sealed by a Registered Architect or Registered Structural Engineer, and folded to no larger than 9" x 12"
- __ 3 copies 5. **Engineering Plan** (if applicable)
Signed and sealed by a Professional Engineer and folded to no larger than 9" x 12". Plans shall include, but not be limited to:
 - a) All existing utilities and easements and locations of proposed utilities;
 - b) Location, setbacks, and top of foundation elevation of proposed building and adjacent buildings;
 - c) Existing and proposed 1' grade contours on subject property and adjacent properties;
 - d) Required soil erosion and sedimentation control features;
 - e) Existing and proposed ingress/egress;
 - f) Construction fencing on public and private property; and
 - g) Size and location of all culverts, fences, accessory structures, and sidewalks
- __ 4 copies 6. **Landscape Plan** (if applicable)
Includes detail site information and size, type, and location of all existing and proposed landscaping
- __ 2 copies 7. **Plat of Survey**
Full size and to scale which includes the lot area in square feet
- __ 3 copies 8. **Stormwater Calculations**
Signed and prepared by a Professional Engineer; providing the rainfall, existing and proposed stormwater run-off calculations, and method of analysis
- __ 2 copies 9. **Soil Erosion and Sedimentation Control Cost Estimate** (if applicable)
- __ 1 copy 10. **DuPage County Stormwater Management Permit Application** (if applicable)
- __ 1 copy 11. **DuPage County Receipt for Transportation Impact Fee** (if applicable)
- __ 2 copies 12. **CommCheck Worksheet** showing compliance with International Energy Efficiency Code
- __ 1 copy 13. **General Contractor's current Clarendon Hills Business License**
- __ 1 copy 14. **Electrician's Current Testing Community License and current CH Business License**
- __ 1 copy 15. **Plumber/Underground Plumbing Contractor's Illinois State Plumbing License and current CH Business License**
- __ 1 copy 16. **Certificate of Insurance** from an insurance company rated "A" by A.M. Best in an amount no less than \$1,000,000 to protect and to provide full payment to the Village or other affected persons in the event of damage to their property/facilities. The Village shall be listed as "Additional Insured" on an original Certificate of Insurance.
- __ 17. **Flagg Creek Water Reclamation District Report** (call 630-323-3299)
- __ 18. **Administration Fee: \$157.00**



Commercial Building Permit Submittal Requirements

(Any Commercial, Industrial or Multi-Family Building, Addition, and/or Interior Alteration)

SUBMITTAL REQUIREMENTS (continued)

- 19. **Plan Review Deposit:**
- a) New commercial building or addition: \$2,000.00 or 0.25% of the estimated construction cost, whichever is greater.
 - b) Commercial build-outs or remodel: \$750.00
- 20. **Construction Deposit & Fees**
Total amount of Construction Deposits and Permit fees will be calculated during permit plan review.

RELATED DOCUMENTS AND RESOURCES

- Village Website: www.clarendonhills.us
- Village Building Permits & Business Licenses: www.clarendonhills.us/cdforms.cfm
- Village Building Codes & Amendments: www.clarendonhills.us/buildingcodes.cfm
- Village Municipal Code: http://www.sterlingcodifiers.com/codebook/index.php?book_id=948
- Contractor License Application <http://www.clarendonhills.us/CDForms.cfm>